



BUILD-TO ORDER

HACKNEY WEBSITE



Use the Build-To Order Guide to help control the inventory costs for your most important categories.

HIGHLIGHTS

- Ability to create an order guide that can be printed.
- An order can be created on-line. This order will ship on the store's next delivery day.
- There are a number of parameters that can be changed that affect the contents and layout of the order guide.
- An e-mail request can be created so that you receive an order guide that is produced on periodic basis.

SECURITY

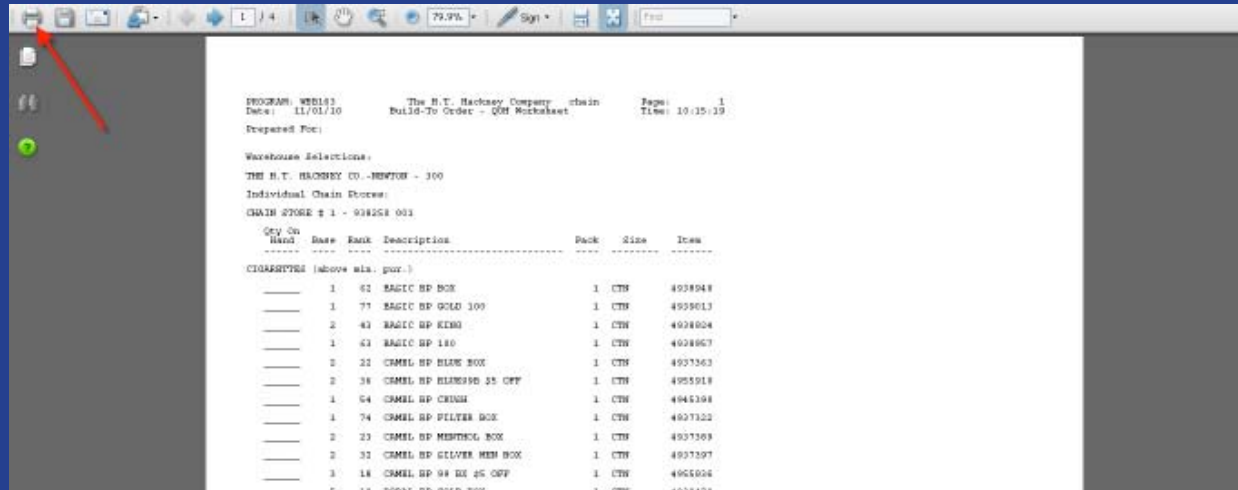
There are three levels of security:

1. Ability to print order guide
2. Ability to enter an on-line order.
3. Ability to maintain parameters.
 - Typically the corporate office would have this ability whereas; store managers would not.

How to enter an on-line order:

Step 1

- Print the following worksheet by clicking the *Create QOH Worksheet (pdf)* button.



PROGRAM: W00163 The H.T. Hackney Company Chain Page: 1
Date: 11/01/10 Build-To Order - QOH Worksheet Time: 10:15:19
Prepared For:

Warehouse Selections:
THE H.T. HACKNEY CO.-NEWTON - 300
Individual Chain Stores:
CHAIN STORE # 1 - 938250 001

Qty On Hand	Base	Rank	Description	Pack	Size	Item
CIGARETTES (above min. pur.)						
---	1	62	BASIC BP BOX	1	CTN	4938948
---	1	77	BASIC BP GOLD 100	1	CTN	4939013
---	2	43	BASIC BP KING	1	CTN	4938924
---	1	63	BASIC BP 100	1	CTN	4938957
---	2	22	CAMEL BP BLUE BOX	1	CTN	4937363
---	2	36	CAMEL BP BLUE998 \$5 OFF	1	CTN	4955910
---	1	54	CAMEL BP CRUSH	1	CTN	4945390
---	1	74	CAMEL BP FILTER BOX	1	CTN	4937322
---	2	23	CAMEL BP MENTHOL BOX	1	CTN	4937309
---	2	32	CAMEL BP SILVER MENTHOL BOX	1	CTN	4937397
---	3	18	CAMEL BP 98 BX 25 OFF	1	CTN	4965006
---	5	18	TOTAL BP GOLD BOX	1	CTN	4938428

- Enter the inventory quantities for all items listed on this worksheet

Step 2

- Enter the on-line order by clicking the *Create Build-To Order (pdf)* button.

Create Build-To Order

Prepared For:

Warehouse Selections:
THE H.T. HACKNEY CO.-NEWTON - 300

Individual Chain Stores:
CHAIN STORE # 1 - 938250 001

Send confirmation email to the following email address.

☐ Check to attach this address to your web profile

All Cigarette Quantities in Cartons

Item	Pack	Size	Description	Rank	Base	Quantity On Hand	Order Quantity	Override Order Qty	Status ¹
CIGARETTES - (above min. pur.)									
4938940	1	CTN	BASIC BP BOX	62	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4939013	1	CTN	BASIC BP GOLD 100	77	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4938924	1	CTN	BASIC BP KING	43	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4938957	1	CTN	BASIC BP 100	63	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4937363	1	CTN	CAMEL BP BLUE BOX	22	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4955910	1	CTN	CAMEL BP BLUE998 \$5 OFF	36	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4945390	1	CTN	CAMEL BP CRUSH	54	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4937322	1	CTN	CAMEL BP FILTER BOX	74	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4937309	1	CTN	CAMEL BP MENTHOL BOX	23	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4937397	1	CTN	CAMEL BP SILVER MENTHOL BOX	32	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4965006	1	CTN	CAMEL BP 98 BX 25 OFF	18	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4938428	1	CTN	TOTAL BP GOLD BOX	18	5	<input type="text"/>	<input type="text"/>	<input type="text"/>	

- Use the worksheet to enter the inventory quantities
- Click the *Submit Order* button to create the order.
- The order will be shipped on your next scheduled delivery day.

ENROLLMENT PROCESS

To enroll, please contact your Hackney Sales Representative.

TRAINING

Once your request has been approved, we will contact you to schedule a training session over the Internet. All you will need is internet access and a phone.

CONTACTING H.T. HACKNEY

We want to hear from you! For any and all questions, please contact:

The H.T. Hackney SUPPORT CENTER

E-Mail:

webinquiry@hthackney.com

Phone:

800-406-1291

During Business Hours:
Ask for the Support Center

After Hours:
Press "2" for the Data Center



HACKNEY

(Revision date: 6/12)